

HOW TO RESPOND TO A DPD CORRECTION NOTICE

THIS DOCUMENT EXPLAINS THE METHOD AN APPLICANT SHOULD FOLLOW TO RESPOND TO THE ATTACHED CORRECTION NOTICE FROM DPD AND CORRECTIONS NOTICES FROM OTHER REVIEW LOCATIONS.

HOW DO I KNOW THAT MY PLANS ARE READY FOR CORRECTIONS PICK UP?

Upon completion of the initial review by **ALL** review locations, your plans will be available for correction pick up. In the case of a building permit application, the final review is usually the ordinance and structural (O/S) review by staff of the Permits & Plans (P&P) Division. You can check review status and confirm what review locations apply to your permit by calling Plans Routing between 10:30a.m. and 4:30p.m. at **684-8169**. **You will be notified via a postcard when all the plan sets are ready to pickup.** *If you do not pick up your plans in seven (7) days from the date on the postcard, DPD will mail them to you.* The schedule of mailing fees can be found in Directors Rule 13-95, which is available at the Permit Center.

WHERE DO I GO TO PICK UP MY PLANS FOR CORRECTIONS?

Once you have verified that the plans are available for pick up, visit the DPD **Central Plans Library**, at the **Key Tower, 700 Fifth Avenue, 21st Floor**, Mondays, Wednesdays, Thursdays and Fridays, 8:00 a.m. to 4:30 p.m., and on Tuesdays 10:30 a.m. to 4:30 p.m.

You will pick up all sets of plans unless there is an appealable Land Use component in your project. The Land Use set will remain on file at DPD.

HOW DO I MAKE CORRECTIONS TO THE PLANS?

Make **ALL** identified corrections to **ALL** sets of originally submitted plans. If additional or new plan sheets are required, insert the new sheets and loosely insert the original (old) sheets behind the new plan sheets. Do not staple old sheets into the plan set.

If corrections are made through the use of notes added to the plans, make all changes in "RED INK" on all plan sets.

If your application contains an appealable Land Use Component, make corrections to the Land Use set by preparing a complete new set, preparing replacement pages or red inking the changes at the **Public Resource (PRC) Center, Suite 2000, Key Tower**.

If, in the course of making the identified corrections, other changes need to be made, make sure they are clearly identified as changes to the plans. Describe where and why they have been made and provide all of the support documents necessary to clearly show that the changes comply with the applicable codes. It is your responsibility to

flag all changes. DPD's approval of corrected plans that contain unidentified changes does not constitute approval of such changes. Unapproved changes to a plan can lead to problems both during and after construction.

If, in addition to identified DPD corrections, you have received correction notifications from other review locations, now is the time to incorporate these corrections into the plans.

As you make your corrections, it is helpful to include a written explanation of how you have addressed each correction sheet item by item and outline the solution to the problem, provide code references or calculations as needed and indicate on which sheet(s) you have made the necessary changes. This will assist the Plans Examiner in re-checking your plans and serve as a quality check for you to make sure that all corrections identified have been addressed.

HOW DO I RETURN PLANS ONCE CORRECTIONS HAVE BEEN MADE?

You must return ALL plans sets pickup back to DPD Plans Routing Counter. The person delivering the plans will need to sign in at the **Central Plans Library**, at the **Key Tower, 700 Fifth Avenue, 21st Floor**, and wait to be seen at the Plans Routing counter. This is necessary so that staff can confirm that all materials are complete and begin routing corrected plans promptly.

HOW LONG WILL IT TAKE TO GET A PERMIT ONCE MY PLANS ARE RETURNED?

If the plans require re-routing to other departments, it will be 2 to 4 weeks until the O/S Plans Examiner will be able to schedule the re-review of your plans. If outside routing is not required, the re-review of your plans should be scheduled within two weeks from the day they are received by the examiner. **Do not contact the Plans Examiner** about correction review scheduling during the first 2 weeks after the corrected plans are re-submitted; this will only slow down the process.